A hand holding a pen is shown writing on a document. The image is semi-transparent, allowing the text to be read over it. The background is a light blue gradient.

I know I should be using a palm
but...

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The DATEBOOK will keep you organized and on time!

There is an alarm that tells you that you have a meeting in 15 minutes.

You enter reoccurring appointments only once.

You don't have to transfer appointments every new year.

Learn how to set an alarm, create a reoccurring appointment (birthdays, weekly meetings)



Date book

The ADDRESS BOOK keeps contact information at your fingertips.

Not only can you have contact info (email address, phone number, birthdays, etc...)of family members and colleagues, you can provide your contact info to someone else's palm instantly.

Learn how to enter a contact and how to create an electronic business card.



The TO DO LIST helps prioritize your time.

- When you have a moment of clarity, you can use your palm to keep track of what you need to do.

Learn how to enter tasks in the To Do List,
prioritize them and modify them.



To Do List

You can take notes and share them with Memo Pad and Note Pad

- There are at least 4 different ways to enter text in memo Pad.
- You can beam your memo to others.

- Learn at least 2 ways to enter text and how to beam.



beaming

HotSyncing will allow you to save all of your information

- Hotsyncing is the most important function of the Palm.
- It will allow you to download applications from the Internet
- If/when you get a new palm, just hotsync and you will have all of your information from the old palm.

- Learn how to hotsync a palm.



Hotsync

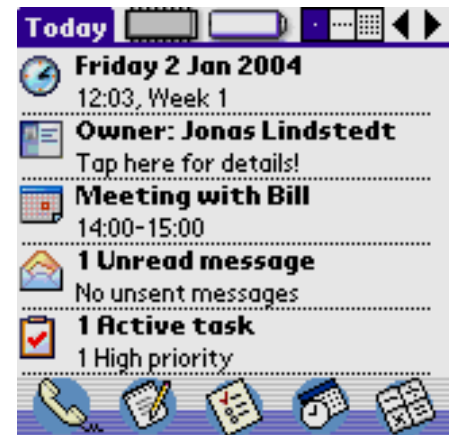
Handhelds are great for teachers and for students

- As educators, the Top 5 applications we can't live without are:
 - Today
 - Documents to go
 - Sketchy, Palm4me, animate me
 - Simulations (Big Fish, etc...)
 - Games (Bejeweled, Village Sims, etc..)

Today

- Today gathers information from the built-in applications Date Book and To Do List and displays them with current time and date and owner of the handheld device. Change the preferences to “Always run Today”. Now every time the handheld is turned on it will show the days schedule.

<http://www.freewarepalm.com/utilities/today.shtml>



Documents to Go

- Lets you work on Word and Excel documents on your Handheld.
- Lets you view power point presentations. (I would rather work on the presentation on a computer, but you can make some changes to a presentation)
- Great for Mileage forms!
- Comes installed on many Handhelds.

<http://www.dataviz.com>



Sketchy, Palm4Kids, AnimateMe!

- All of these applications allow the user to create animations by drawing pictures on several separate slides then playing the slides quickly in succession.

Sketch: <http://goknow.com/Products/Sketchy/>

Palm4Kids and AnimateMe! <http://www.rodrigosoftware.com>

Participatory Simulations

- MIT's Education Program created games that are based on the idea that people learn well when they are highly involved in what they are learning about.
- So far they have created 6 simulation games that allow students to explore such topics as:
 - Trying to keep a dynamic ecology of virtual creatures alive using principles of evolutionary biology
 - A genetics simulation game where players quickly age and must produce offspring to survive
 - Virus; the goal is to meet as many people as possible without getting sick.

<http://education.mit.edu/pda/games.htm>

Games

- No handheld is complete with out a few games that can be played during long meetings..
- Learn how to turn off the sound to your games.

Tips and Tricks

- All of the built in features of handhelds can be used for more than one purpose.
- For example, Did you know the address book could be used as a dictionary and the To Do List makes great flash cards?
- Here are some tips for using the built in features of your handheld in a different way.

Tips and Tricks

- **Address Book:**

Students can use the built in address book to create a dictionary.

How to:

- Open Address/Contacts
- Tap “New”
- For last name, type in the word “bat”
- Tap on “Address” menu in upper left corner, tap “Options” and select “Rename Custom Fields”

- Change “Custom 1” to “Definition 1” and “Custom 2” to “Definition 2”
- Tap on “OK”
- Scroll down and type “a flying mammal” into definition 1 and type “used to hit a baseball” for definition 2.
- Tap on “Done”
- Select “bat” from the list and notice only the text you entered will be displayed.
- <http://webster.commnet.edu/grammar/notorious.htm> for list of confusable words with their meanings.

Tips and Tricks

- **To Do List:**

Students can use the built in To Do List to create flash cards.

How to:

- Open “To Do List”.
- Tap “New”,
- Enter “2 +2 =”
- Tap on the “Details” button at the bottom of the screen.
- In the “To Do Item Details” window, tap on the “Note” button at the bottom right corner of the screen.
- Type the answer “4”
- Tap “done” at the bottom of the screen.
- Tapping on the note icon (picture of a piece of paper) allows the answer to be shown.

Tips and Tricks

- **Date Book**

Students can use un-timed events in their date book to remind them of daily tasks.

- Open the “Date Book”
 - Tap “New” button
 - Select “No Time”
 - A diamond will appear on the first line of the date book.
 - Type “Things I need to do” (with out the quotes)
 - Tap on the “Details” button at the bottom of the screen.
- In the “Event Details” window, tap on the “Note” button at the bottom right corner of the screen.
 - Type a list of things that need to be done everyday. For example, wash hands, get book from locker, don’t sit by Bill, etc...
 - Tap “done” at the bottom of the screen.
 - Tapping on the note icon (picture of a piece of paper) allows the list to be shown.

Tips and Tricks

- **Note Pad/Memo pad:**
Students can use the beaming feature for academic activities.
- Make sure rules of beaming are in place...only school appropriate topics, must include name on memo and may be required to print or beam teacher results at any time. First offense palm taken away for next activity. 2nd offense palm taken away for semester. 3rd offense palm taken away for the year.
- Allow students to collaborate with their palms by beaming:
 - Math problems- try to stump your peers
 - Prepositional phrases -whoever is the last one to beam a correct prep without repeating wins
 - Voice memo for practicing spelling words
 - A word -peer has to type a synonym of the word
 - Vocabulary from a specific category, for example, things that are soft. Spelling does not count. Last one to beam a correct word wins

Tips and Tricks

The hard round buttons along the bottom of the palm can be “reprogrammed” to open any application that is installed. If a student frequently uses a palm to practice math facts, he/she could press one button to make the palm turn on and go directly to the math application without being distracted by all the other “stuff” on the palm.

- Open “Preferences”
- Tap on “Buttons”
- Tap on an arrow next to the name of the button you want to change.
- Select an application from the drop down list
- Tap “Done”
- Turn off the palm and try out the hard button you reprogrammed.

- You can find all of the handouts online at:
www.acdclab.alleganisd.org/handheld.htm

Your CD contains some Handouts and lots of free applications for your palm.

If you are interested in the free applications, the most helpful document is “Palm Application Info” which has a summary of the application and a hyperlink to download it.

Have fun!!

Good Bye!

